



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Jolyn Mitchell-
Riddle, Management Assistant
(PC3218C), Salem County

Examination Appeal

CSC Docket No. 2022-513

ISSUED: NOVEMBER 1, 2021 (SLK)

Jolyn Mitchell-Riddle appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the promotional examination for Management Assistant (PC3218C), Salem County.

The subject examination’s closing date was May 21, 2021. The education requirement was a Bachelor’s degree. The experience requirement was one year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures. Applicants who did not possess the required education could have substituted additional experience as indicated on a year for year basis with 30 semester hour credits being equal to one year of experience. A total of two employees applied and one was determined eligible. Certification PL210985 was issued appointing the one eligible. Therefore, it is noted that there are no eligibles on the list, and the appellant is provisionally serving in the subject title. The list expires on August 25, 2024.

On her application, the appellant did not indicate any college credits.¹ She indicated on her application that she was provisionally serving in the subject title

¹ The appellant’s application indicated college credits for a certificate program, which is not a substitute for credits towards a college degree and, therefore, cannot be substituted for the required experience.

from October 2020 to the May 21, 2021 subject examination closing date, an Administrative Secretary from June 2017 to October 2020, a Keyboarding Clerk 2 from May 2007 to June 2017, and a Keyboarding Clerk 1 from May 2006 to May 2007. Agency Services credited her with four years of experience based on her provisional and Administrative Secretary service, but determined that she lacked one year of experience.

On appeal, the appellant presents a breakdown of her duties since 2011 when the Salem County Mosquito Commission was decommissioned, and it became under the Department of Public Works. She states that she has worked under a County Department Head since 2011 with limited supervision and prior to 2011, she performed complex duties while serving as an Office Manager/Board Secretary under Keyboarding Clerk titles. The appellant notes that after a classification review, it was determined that she that was performing the duties of the subject title. Additionally, the County Department Head that she has been working under since 2011 confirms that she has been performing complex administrative support work while working for him.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides that, except when permitted for good cause, applicants for promotional examinations with open-competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process.

Initially, Agency Services correctly determined that the appellant was not eligible for the subject title as she did not clearly indicate that she was performing the required duties while serving in Keyboarding Clerk titles, and even if she did, this would be out-of-title duties. However, on appeal, a County Department Head confirms that she has been performing the required duties for the required time. Moreover, the appellant continues to serve provisionally in the subject title and there are currently no eligibles on the list. Accordingly, in this matter, the Civil Service Commission finds good cause under *N.J.A.C.* 4A:4-2.6(c) to accept the appellant's verified out-of-title experience, for eligibility purposes only, and admit her to the examination.

This determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that the appeal be granted, and the appellant's application be processed for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 27TH DAY OF OCTOBER, 2021



Deirdre L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Allison Chris Myers
Director
Division of Appeals
and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

c: Jolyn Mitchell-Riddle
Stacy Pennington
Division of Agency Services
Records Center